

Illinois Biodiversity

FIELD TRIP GRANT

Teachers in Illinois schools, including home-schooling teachers, may apply to the Illinois Department of Natural Resources (IDNR) through the ENTICE (Environment and Nature Training Institute for Conservation Education) program to receive funding for natural resources-related field trips.

INSTRUCTIONS: 2016 Application Requirements and Information

- Grants are only available to teachers in Illinois schools and home-schooling teachers in Illinois and are awarded for the purpose of studying some aspect of Illinois' biodiversity. "Biodiversity" refers to the variety of life in an area. The field trip should support Illinois natural resources topics currently being taught in the applicant's curriculum.
- The field trip site must be in Illinois and can include state parks, natural areas, natural history museums and nature centers.
- A budget with an itemized list of expenditures to be covered by the grant must be included. Please complete the budget form included with the application. Do not type a separate budget form. Do not use hand-written information.
- Items eligible for funding include transportation and compensation for substitute teachers for those teachers who are participating in the field trip. Admission fees and guest speaker costs directly related to the field trip will be considered only if ample funds are available. Judges have the right to partially fund requests. Requests for funds to provide donations at field trip destinations will not be funded.
- There is a \$500 limit per teacher. Multiple teachers within the same school can collaborate on a field trip. The collaborating teachers must attend the same field trip on the same day. If you have questions about eligibility, please contact the IDNR Division of Education (see contact information below) before submitting your application. NOTE: In order to qualify for the \$500 maximum per teacher in a collaborative field trip, each teacher must be accompanying his or her own students.
- Priority is given to single-day field trips. If you are applying for several single-day field trips, each trip must be represented by its own application.
- One grant distribution period is held per year. **APPLICATIONS MUST BE POSTMARKED BY JANUARY 31, 2016.** Applications are reviewed by a committee and notification will be made no sooner than six weeks after the application deadline. No reimbursement will be made for field trips occurring prior to grant award notification. Funds must be applied to a field trip before December 31, 2016.
- You must submit the original and THREE copies of the entire application including attachments. **INFORMATION FOR THE APPLICATION MUST BE ORIGINAL. DO NOT COPY OTHER APPLICATION FORMS. DO NOT USE AN OUTDATED APPLICATION FORM.** Please keep a blank copy of the Final Report Form for your use after the field trip.
- **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!** No faxed, emailed or personally delivered applications will be accepted.
- **DO NOT INCLUDE:** cover letter; copies of activities; binders or plastic covers; or any other items not requested in the grant application.
- **All applications must include a completed W-9 form for the school. If you need assistance with the W-9 form, talk to the business/financial staff members at your school. Do not use the tax exemption number for your school.** Home-schooling applicants must use their cooperative organization's FEIN number or a personal Social Security number on the W-9 form, if there is no cooperative organization. You can access a blank W-9 form at <http://www.irs.gov/>.
- Funds are awarded on a reimbursement basis to the school. Reimbursement will only occur for budget items approved by the judging committee. With the exception of home-schooling teachers who do not have a cooperative organization FEIN, no reimbursement is made to individuals.
- See the "Frequently Asked Questions" section and the video podcast at <http://dnr.state.il.us/education/CLASSRM/grants.htm> for more information.

Funding is administered by the Illinois Conservation Foundation. For additional information regarding the grant, contact the IDNR Division of Education at dnr.teachkids@illinois.gov or 217-524-4126.



Equal opportunity to participate in programs of the Illinois Department of Natural Resources (IDNR) and those funded by the U.S. Fish and Wildlife Service and other agencies is available to all individuals regardless of race, sex, national origin, disability, age, religion or other non-merit factors. If you believe you have been discriminated against, contact the funding source's civil rights office and/or the Equal Employment Opportunity Officer, IDNR, One Natural Resources Way, Springfield, IL 62702-1271; 217/785-0067; TTY 217/782-9175.

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Project ID # _____ (for IDNR use only)

APPLICATION FORM – Data

Illinois Biodiversity Field Trip Grant funds are administered by the Illinois Conservation Foundation.

You must submit the ORIGINAL AND THREE COPIES OF THE ENTIRE APPLICATION AND ALL ATTACHMENTS. Applications must be postmarked by January 31, 2016. Please be sure that you complete and submit the W-9 form for the school as well.

No reimbursement will be made for field trips occurring prior to grant award notification.

Field Trip Destination: _____ City: _____

*Applicant Name (must currently be employed as a teacher at the school):

School Name: _____

School Address: _____

City: _____ Zip Code: _____ County: _____

Phone: _____ Email: _____

*School Principal or Superintendent: _____ Email: _____

Number of Participating Teachers, Including the Applicant: _____

Grade(s): _____ # of Students to Participate: _____ Funding Requested: \$ _____

(The maximum award is \$500 per teacher who is accompanying his/her own students. The number entered in this blank should match the total of the "Grant Funds" column from the Budget on page five.)

Field Trip Date: _____

***NOTE:** The school official signing this form cannot also be an applicant or participating teacher.

Submit to: Illinois Department of Natural Resources, Division of Education
One Natural Resources Way, Springfield, IL 62702-1271



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APPLICATION FORM – Signature Page

Execution of this application by the IDNR constitutes a grant agreement and creates specific obligations on the part of the grantee, including but not limited to, an understanding that: the awarding of all grants and the amount of any grant, shall be subject to the sole discretion of the Illinois Biodiversity Field Trip Grant Review Committee (Committee); that project descriptions become the property of the Committee and if I am awarded a grant the Committee shall have the right to supply others with a description of the project and to disseminate its underlying concepts and/or ideas. If awarded a grant, I agree to submit a final report and original receipts for expenses, when the project is completed. The Committee and sponsors and/or any of its agents, officials and employees shall assume no responsibility or liability for claims of damage of any kind to property or for claims of injury to any person in connection with such a grant. Grantee agrees to comply with all requirements of this grant application and of the instruction form provided by the IDNR which are incorporated as part of this agreement.

■ Applicant Approval

Applicant Signature: _____ Date: _____

*Printed/Typed Name of Applicant (must currently be employed as a teacher at the school)

■ Official Approval

I have reviewed the completed application and support this project to conduct an *Illinois Biodiversity Field Trip*.

Signature of Superintendent, Principal or Organization Official

Printed/Typed Name of Superintendent, Principal or Organization Official

Email Address of Superintendent, Principal or Organization Official

■ Main Program Sponsors

The Daniel F. and Ada L. Rice Foundation
8600 Gross Point Road
Skokie, IL 60077-2151

Independence Tube Corporation
6226 West 74th Street
Bedford Park, IL 60638

■ Application Check List

- ☐ original application
- ☐ three copies of original application and all attachments
- ☐ W-9 form, completed and signed

Submit to: **Illinois Department of Natural Resources, Division of Education**
One Natural Resources Way, Springfield, IL 62702-1271



APPLICATION FORM – Narrative

PLEASE NOTE: The following questions are the criteria used to judge the application. Be brief yet complete with your responses.

- Type and print your responses to these questions. Attach the narrative to the rest of the application form. **YOU MUST INCLUDE THE QUESTION AND ITS ASSOCIATED NUMBER FROM THE APPLICATION FORM WITH EACH ANSWER.** The narrative should be no more than three pages in length, single spaced, excluding the budget page and application form. Use standard layout (12 point font and one-inch margins).
- You must submit the original and three copies of the application and all of its attachments. Also include a completed and signed W-9 form.
- Applications must be postmarked by January 31, 2016.
- **INFORMATION MUST BE ORIGINAL. DO NOT COPY OTHER APPLICATIONS.**
- For field trips involving collaborating teachers, please submit an application that covers the entire group.
- **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**
- Do not use an outdated application form.
- **DO NOT INCLUDE A COVER LETTER, COPIES OF ACTIVITIES OR ANY OTHER INFORMATION NOT REQUESTED IN THE APPLICATION FORM. DO NOT PLACE THE APPLICATION/COPIES IN A BINDER OR OTHER COVERING.**
- **DO NOT SUBMIT A SINGLE APPLICATION FOR MULTIPLE FIELD TRIPS. EACH FIELD TRIP MUST BE REPRESENTED BY ITS OWN APPLICATION.**

■ Narrative Questions

1. Please list the names of all teachers participating in this field trip.
2. Where do you want to take the class on this field trip (site and city)?
3. In one or two sentences, explain what the students will do on this field trip.
4. Why do you want to take the students on this field trip? Identify no more than two goals and two measurable objectives for this field trip.
5. How does this field trip support what you are teaching in the curriculum? **Do not list learning standards.** Explain what you are teaching and how this field trip will enhance the lesson. Discuss pre-visit, on-site and post-visit activities.
6. The field trip must relate directly to Illinois' natural resources. Explain how you are basing this trip on Illinois' natural resources.
7. Other Resources: Provide an overview of any other resources used to support the field trip, such as donations, volunteers or school resources. Where applicable, these items should be included as In-kind Donations in the budget.
8. Budget: Include a budget of projected expenditures. Use the budget form on page five. Type your information on the form and then print the page. Do not type a budget form in your narrative responses. Please obtain estimates from the prospective vendors. Items eligible for funding are transportation and substitute teacher expenses for those teachers who participate in the field trip. Admission fees and guest speaker costs directly related to the trip will be considered only if ample funds are available. Judges have the right to partially fund applications. **Food, lodging, supplies and equipment are some of the expenses that will not be funded.** Items not eligible for funds may be used as "In-kind Donations" in the budget, if the school or other organization is providing them for the field trip.



APPLICATION FORM – Budget

Primary Expenses: Transportation and substitute teacher fees are the primary expenses eligible for funding. These expenses will be funded first on all winning applications. Substitute teacher fees are only reimbursed for teachers on the field trip who are accompanying his/her own students. Priority will be given to single-day field trips.

Secondary Expenses: Admission fees, program fees and guest speaker fees directly related to the success of the field trip will only be funded by the recommendation of the judges and if funds are available. FOOD, LODGING, DONATIONS TO THE SITE, SUPPLIES AND EQUIPMENT DO NOT QUALIFY FOR FUNDING BUT MAY BE USED AS IN-KIND COSTS. **In-kind donations are those items or donations being provided by the grant applicant's school or other organization.**

SAMPLE BUDGET

EXPENDITURE/VENDOR	PURPOSE	COST	GRANT FUNDS	IN-KIND DONATION
PRIMARY EXPENSES				
Traveling Bus Company	Transportation	\$600.00	\$400.00	\$200.00
Mr. Smith	Substitute Teacher	\$100.00	\$100.00	
SECONDARY EXPENSES				
Journals	Record Trip Observations	\$50.00		\$50.00
Web Page Development	Provide Report on Trip to Community	\$200.00		\$200.00
Parent Volunteers	Chaperones	\$500.00		\$500.00
TOTAL		\$1,450.00	\$500.00	\$950.00

EXPENDITURE/VENDOR	PURPOSE	COST	GRANT FUNDS	IN-KIND DONATION
PRIMARY EXPENSES				
SECONDARY EXPENSES				
TOTAL				

Illinois Biodiversity

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FINAL REPORT FORM

This report is due no later than one month after the completion of the field trip. If you find that you cannot meet this deadline, please contact the Illinois Department of Natural Resources' Division of Education.

Field Trip Destination: _____ City: _____

Applicant Name (must currently be employed as a teacher at the school):

School Name: _____

Address: _____

City: _____ Zip Code: _____ County: _____

Phone: _____ Email: _____

Grade(s): _____ # of Student Participants: _____ Funding Received: \$ _____

Date of Field Trip: _____

■ Assessment

Submit up to two typed pages describing the activities undertaken as part of the field trip.

INCLUDE:

1. concepts learned, how they were incorporated into the existing curriculum and how student knowledge was assessed;
2. pre-visit, on-site and post-visit activities;
3. list of partners and/or community resources utilized;
4. how funds were expended.

INCLUDE AS ATTACHMENTS:

1. Payment Request Form(s) and original receipts documenting all expenditures;
2. photographs (prints or digital);
3. samples of student work, reports or comments;
4. copies of any school or community newspaper articles referencing the project;
5. World Wide Web page address if field trip is summarized on the school page;
6. a copy of the thank-you letter submitted to the grant benefactor.

Submit to: Illinois Department of Natural Resources, Division of Education
One Natural Resources Way, Springfield, IL 62702-1271



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